



LANGLEY
POLICY
DIRECTIVE

Directive: LAPD 4200.6
Effective Date: July 23, 2004
Expiration Date: January 8, 2009

Responsible Office: Office of Logistics Management

SUBJECT: Management and Accountability of Special Equipment Which Does Not Meet the Criteria for Control

1. POLICY

a. Comply with equipment accountability as described in the authority and reference documents.

b. Special Codes. As requested by the NASA Langley Exchange Council, Cap-Sens Code "X" will be used to identify special equipment requiring accountability purchased by the NASA Langley Exchange Council Funds and "Self-Supporting" funds, for the following activities:

- (1) Cafeteria
- (2) Child Development Center
- (3) Exchange Gift Shop
- (4) Activities Association

c. Definitions

(1) **Controlled Equipment** - has an estimated useful life of 2 years or more; is not intended for sale in the ordinary course of operations; and has been acquired or constructed with the intention of being used, or being available for use by the Agency. Dollar thresholds and additional criteria are as follows:

(2) **Capital Equipment** - has a unit acquisition cost of \$100,000 or more.

(3) **Noncapital Equipment** - has a unit acquisition cost of between \$5,000 and \$99,999.99.

(4) **Sensitive Equipment** - has a unit acquisition cost of \$500 or more designated by NASA Headquarters and the installation as sensitive due to its pilferable nature or its possibility of being a hazard. It can be capital or noncapital equipment. Note: All weapons and hazardous devices are controlled regardless of acquisition cost.

2. APPLICABILITY

This LAPD is applicable to all LaRC employees.

3. AUTHORITY

- a. NPR 4200.1, "NASA Equipment Management Manual"
- b. NPR 4200.2, "Equipment Management Manual for Property Custodians"

4. REFERENCES

- a. NASA Headquarters/Code JL Memorandum, Subject: Capitalized Equipment Guidelines, dated October 30, 1998.

5. RESPONSIBILITY

- a. The NASA Equipment Management System (NEMS) Manager is responsible for ensuring that NEMS contractor personnel tag equipment meeting the criteria for control.

6. DELEGATION OF AUTHORITY

None

7. MEASUREMENTS

None

8. CANCELLATION

LAPD 4200.6, dated January 8, 1999.

Roy D. Bridges, Jr.
Director